

PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
25 October 1988 - 01 November 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

*Reported last
Week*
STAT A. A dylux proof of a President-Elect Transition Paper has been produced by the Office of Logistics, Printing and Photography Group (OL/P&PG) and is currently being reviewed by the requestor. The Office of Current Production and Analytic Support (CPAS) has stated that additional graphic changes are expected. P&PG anticipates going to press with this publication on 7 or 8 November. The due date is 10 November 1988. [redacted]

STAT B. FBIS Analysis Reports are usually processed as routine publications by the Office of Logistics, Printing and Photography Group (OL/P&PG). However, P&PG was notified by FBIS on 26 October to expect a special issue to arrive on 27 October. This resulted 7 based upon urgent request from the National Security Council (NSC). The report was printed and delivered on schedule. [redacted]

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[redacted]

STAT C. At the present time, 42 out of a total of [redacted] maps have been printed by the Office of Logistics, Printing and Photography Group (OL/P&PG) and accepted by the Cartography Division of the Office of Current Production and Analytical Support (CPAS). The

remaining three maps are now in the press area of P&PG and printing should be completed this week. If reprints are not necessary, this job will be completed two weeks ahead of the requested date. (A1

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D The Office of Personnel (OP) request for [] copies of the Personal History Statement Update was originally scheduled for 31 December 1988. However, in the interim, OP ran out of this form and the due date was moved to 31 October. An [] copy partial was delivered on 28 October by the Office of Logistics, Printing and Photography Group (OL/P&PG) and the remainder will follow shortly.

E. On Wednesday, 26 October 1988, the DCI Administrative Staff contacted the Office of Logistics, Printing and Photography Group (OL/P&PG) to request reprints of material prepared for the upcoming DCI Offsite Conference. By Friday consequently, the entire agenda was reprinted and a 4 color Agency seal was printed on the front cover. Twenty new folders were created, 10 new names were printed in gold leaf and 10 blank folders were prepared for unexpected arrivals. Fourteen names for place cards and name tags were also printed. The entire package was delivered by noon on Friday, 28 October. []

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G. The Datagraphix software conversion within the Office of Logistics, Printing and Photography Group (OL/P&PG) is continuing smoothly with approximately 15 jobs fully operational and several others in various stages of completion. Delivery of the last two custom "form slides" from Photographic Sciences Corporation are expected early next week. These form slides are needed to produce many of our high profile Office of Finance payroll requests as well as ADSTAR project 16mm microfilm that is used extensively by DI analysts. Most of the bi-weekly payroll COM fiche are running smoothly on the new Datagraphix system with a remarkable improvement in throughput time. One of these requests imaged 98 fiche in less than two hours, demonstrating a 50 percent reduction in running time in comparison to the 3M 735 COM recorders. []

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H. On late Wednesday afternoon, 26 October, two priority requests for graphic support were received by the Office of Logistics, Printing and Photography Group (OL/P&PG) from the Directorate of Operations, Counterintelligence Center (DO/CIC). Those requests were in support for a briefing to the Defense Intelligence Agency (DIA) on Thursday, 27 October and for a presentation by the National Intelligence Officer for Warning (NIO/W) to the Director of Central Intelligence (DCI) on 27 October. Because of technical problems, emergency procedures had to be taken in making black and white transparencies from the black and white proof copies made on the Imagen Laser Printer. Although the quality was not up to P&PG's usual high standards, the DO/CIC client was most appreciative and deadlines were met. [REDACTED]

I. On Wednesday, 26 October, Office of Logistics, Printing and Photography Group (OL/P&PG) provided live teleproduction support to the Protocol Branch, Office of Personnel for the Donovan Statue Ceremony that was held in the main entrance foyer of the Headquarters Building. [REDACTED]

J. On Thursday, 27 October, the Office of Logistics, Printing and Photography Group (OL/P&PG) met with an Equal Employment Opportunity Officer to discuss the P&PG-written script for the Agency's Minority Undergraduate Program (MUPIE). One additional video interview of a student assigned to the Directorate of Administration this past summer was added. An additional review with the Director of Equal Employment Opportunity (D/EEO) is scheduled for 10 November to provide background information for the MUPIE script. The deadline for this project is 30 December 1988. [REDACTED]

K. The Office of Logistics, Printing and Photography Group (OL/P&PG) received a priority request on 27 October from the Public Affairs Office (PAO) for 50 each 8 x 10 black & white photographs of Mr. Webster and 51 each 8 x 10 black & white photographs of Mr. Gates. Also received was a priority request from the National Intelligence Council, National Intelligence Officer for Warning (NIC/NIO/W) for 20 each 8 1/2 x 11 black & white photographs of 19 overhead transparencies for a total of 380 prints. Both requests were completed on schedule. [REDACTED]

L. On Friday, 28 October, Messrs. Dabbs and Ballenger visited Oxford Bindery, in Philadelphia, Pennsylvania to view a Wire-O binding machine demonstration. This machine has the capability of binding books of 1/8 to 7/8 inches in thickness. The ease of operation, the small amount of space required for the machine, and

most importantly, the fact that Oxford has experienced virtually no down time in four years of ownership was impressive. While the benefits of ownership are many, the most significant is the projected manpower savings which would be realized by not having to use GBC bindings. [REDACTED]

M. During the past week, the Office of Logistics, Printing and Photography Group (OL/P&PG) received five requests for reprints of various recruitment brochures, all with due dates ranging between 25 November and 1 December 1988. Four of these requests were from the Office of Personnel (OP) for a total copy quantity of 47,000 printed copies. The other request was from the Public Affairs Office (PAO) for 5,000 copies of the publication entitled: Intelligence: The Acme of Skills". [REDACTED]

III. Upcoming Events:

None.

IV. Management Concerns and Activities:

Due to concern regarding the use of plant overtime, the Office of Logistics, Printing and Photography Group (OL/P&PG) production managers and planning staff are working on new methods of prioritizing and scheduling production. It is hoped that with more realistic scheduling, less overtime will be necessary. This effort will require the concerted effort of all P&PG managers. (A1 [REDACTED])